**Suspension Letter for Alcohol Consumption During Working Hours**

Subject: Letter of suspension

This is to bring to your notice that you have been seen consuming alcohol at the office during the working hours on September 10, 2022. There are surveillance footage and witnesses to support this.

Drinking during the working hours is against the work ethics. The employment contract clearly mentions that. As a consequence of breaking the rules and seeing your irresponsible behavior, the company has decided to suspend you from work for a month.

The suspension period begins from August 12, 2022 to September 12, 2022. Please know that not complying to no alcohol policy at work could result in more serious consequences.

If you have any queries, feel free to reach out to the HR team.

Regards,

Mr. Nate Collins

Human Resource Department

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